

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Executive for Personnel & Administration

FROM : Assistant Executive Director

SUBJECT: Space Survey

DATE: 31 July 1946

1. In view of the contemplated move of the offices of Collection and Dissemination from the [redacted] ing to the other area and the expansion of C.I.G., I think we need to develop a systematic plan for determining the amount of space available, the allocation and control of space. I do not know which of your divisions you plan for handling this activity as it is not covered anywhere in the functional chart except possibly under logistical support in the Services Division. However, it is an important activity and I feel you should set up as soon as possible a responsible agency to handle it.

25X1

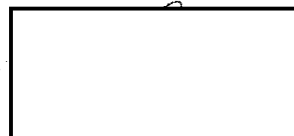
2. I believe that the first step should be a new space survey which should develop records showing for each building [redacted] North, Central, Administrative, South and Q) the amount of space available in each building by floor and room number, the amount of floor space in each room and in each building, what each room is suitable for, i.e. office space, store room, etc., and which office or staff section now occupies each room or if it is vacant, so show. After the initial survey and this record is established, it can be kept up to date by having each office or staff branch report changes.

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3. [redacted] told me this morning that he believed the main office and A and B Staffs of Special Operations could be housed in the Administrative Building and in the Q Building. He said that the administrative service activity you were taking over in the area would have to be left in the other buildings. He said that he might be able to make some space available in Q Building subject to the necessary security control by him. In any event, he would like for any matters involving space or shifts of space for Special Operations to be taken up with him.

4. I think it might be well to make the survey, a method of handling office space and the control of it the subject of an Administrative Memorandum. Please let me have your recommendations in this regard.

25X1



Colonel, Inf.

Assistant Executive Director

Document No. 2

☒ NO CHANGE in Class.

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 23 MAR 1978 By: 084

*In other words  
attn Comdt to  
handle office  
space & to whom  
people can apply for  
space*

## CONFIDENTIAL

The Services Division will be responsible for the following functions:

- (a) The procurement, storage, and issue of all supplies and equipment from any source of supply, including contracting for the delivery of supplies, equipment, or services other than personal; housing, other facilities, and utilities; assignment and the utilization of space for office or other purposes; and furnishing of miscellaneous services as required.
- (b) Furnishing of transportation for both cargo and personnel, domestic and foreign, and arranging for the processing of personnel preparatory to duty overseas after selection and suitability for overseas position has been determined; maintenance and operation of a Motor Pool, including repair, storage, and assignment of vehicles.
- (c) The reproduction of material by printing or other process of all classified and unclassified material; the procurement of maps from Federal Government or private sources; training of SSU personnel in reproduction processes required by overseas activities.
- (d) Prescribing property accounting procedures and regulations for the accountability of expendable and nonexpendable property; initiate investigations in connection with the accountability of property when required; establish financial responsibility when necessary and authorize the clearing of the accounts of a Responsible Property Officer in cases where surrounding circumstances do not warrant financial responsibility.

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